

Utah State Agency for Surplus Property

447 West 13800 South, Draper, UT 84020

(801) 619-7200 (801) 619-7229 fax

* mandatory

Form SP-1
Revised 01/04

SP-1 Number _____ State Surplus Use Only
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Department: _____

Division: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Location Address: _____

Date _____ Contact Name _____

Phone: _____ Fax: _____

* **DASID:** _____ **Object/Rev:** _____

* Accountant Signature: _____

* Name/Title /Phone Division Head or Authorized Age

* Signature of Division Head or Authorized Agent

Ln #	Qty	Description	Serial Number	Estimated Current/ Trade in Value	Condition/ Specification	*** Validate Data Removed & Subscription Cancelled	Asset # Other Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

*** Must be initialed complete to avoid additional Charges to your agency, See policy Surplusing of State Electronic Media and Telecommunication Equipment